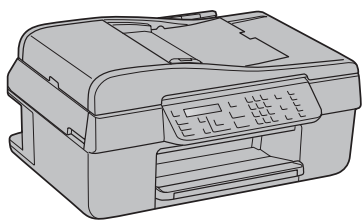
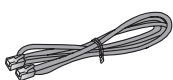


# WORKFORCE® 310 Series Start Here

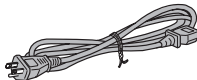
## 1 Unpack



(Included for  
Canada only)



Phone cord



Power cord



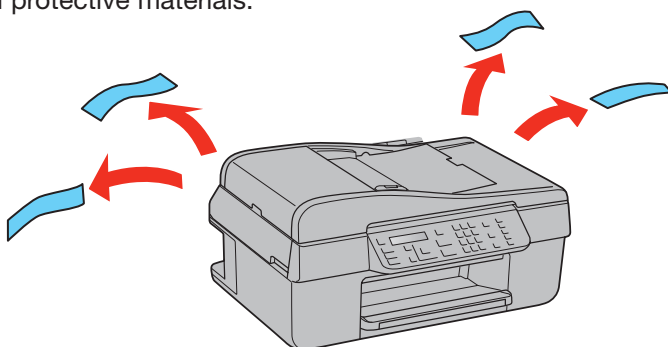
If anything is missing, contact Epson as described on the back.

**Note:** The model name of your product may vary slightly from the one shown above. The included CD and documentation apply to all products in the series.

**Caution:** Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

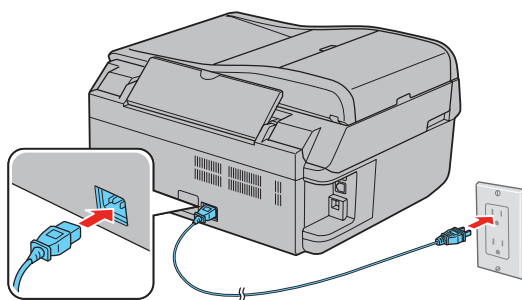
**Canada only:** For French speakers, remove sticker(s) from the backing sheet and place over corresponding text on the control panel.

Remove all protective materials.



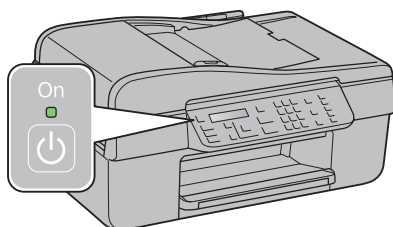
## 2 Turn on

1 Connect the power cable.



**Caution:** Do not connect to your computer yet.

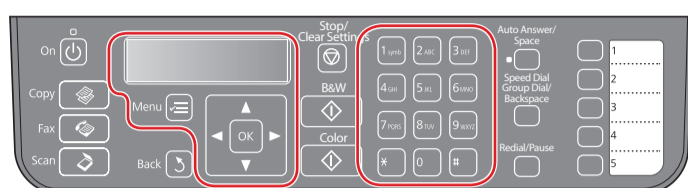
2 Press the  On button.



\*411645900\*

# 3

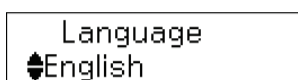
## Make settings



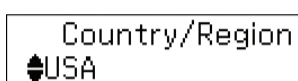
**1** Select your language.

Press **▲** or **▼** to select the desired option.

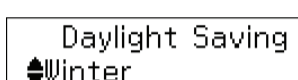
Press **OK** when done.



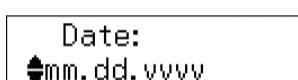
**2** Press **▲** or **▼** to select your country/region, then press **OK**.



**3** For the Daylight Saving Time setting, press **▲** or **▼** to select **Summer** if your region uses Daylight Saving Time and it's currently in effect. (DST is effective from spring through summer.) Otherwise, select **Winter** to turn off the setting. Press **OK**.

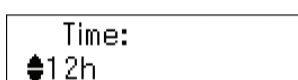


**4** Press **▲** or **▼** to select the date format, then press **OK**.



**5** Use the numeric keypad to set the date, then press **OK**.

**6** Press **▲** or **▼** to select the time format, then press **OK**.



**7** Use the numeric keypad to set the time.



**8** If you selected **12h** as the time format, press **▲** or **▼** to select **AM** or **PM**.

**9** Press **OK** when done.

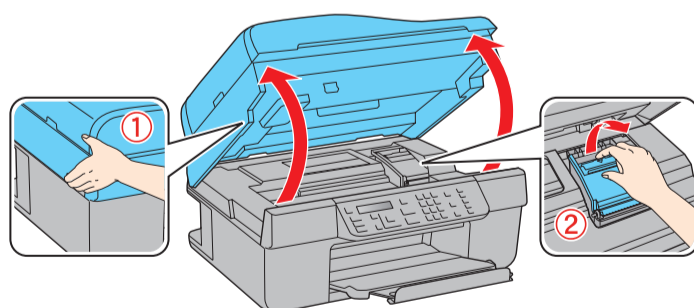
**Note:** You can change the date and time settings by pressing the **Copy** button, pressing the **Menu** button, selecting **Maintenance**, then selecting **Date/Time**.

# 4

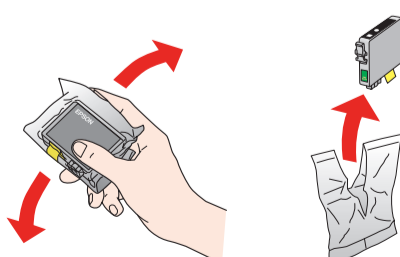
## Install ink cartridges

**Note:** Don't load paper before installing the ink cartridges.

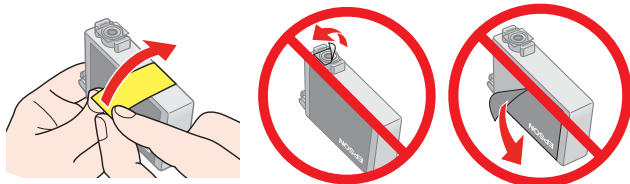
**1** Lift up the scanner, then open the cartridge cover.



**2** Shake the ink cartridges gently 4 or 5 times, then unpack them.

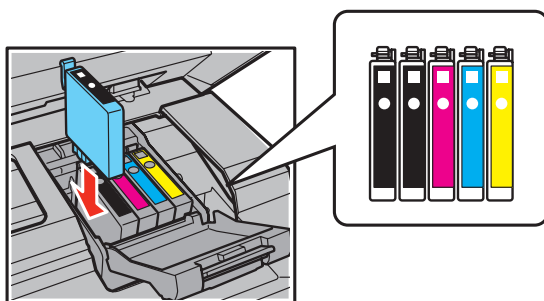


- 3** Remove only the yellow tape from each cartridge.

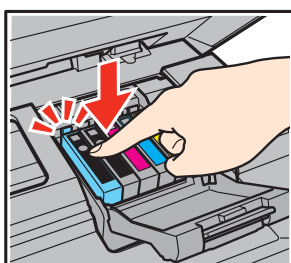


**Caution:** Don't remove any other seals or the cartridges may leak.

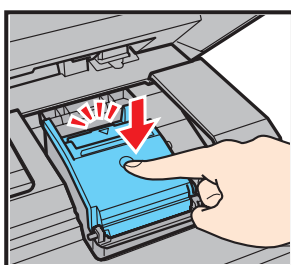
- 4** Insert the cartridges in the holder for each color.



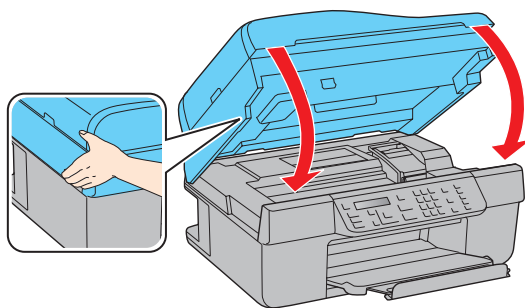
- 5** Press each cartridge down until it clicks.



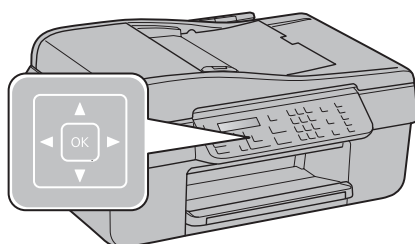
- 6** Close the ink cartridge cover. Press it down until it clicks.



- 7** Lower the scanner.



- 8** Press the **OK** button to charge the ink. Charging takes about 21/2 minutes.

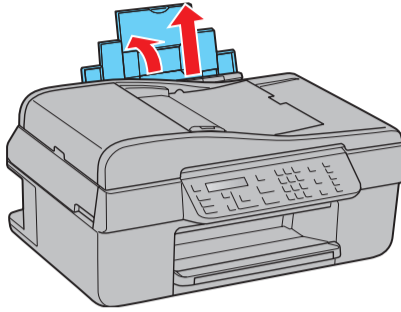


**Note:** Your WorkForce 310 Series ships with full cartridges and part of the ink from the first cartridges is used for priming the WorkForce 310 Series.

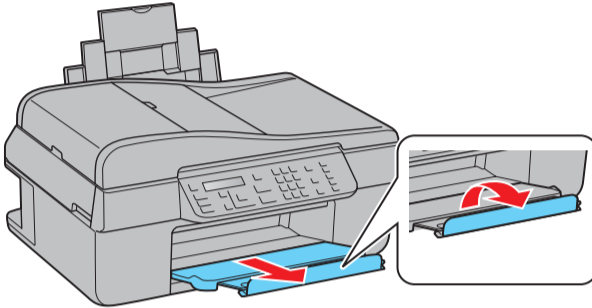
**Caution:** Don't turn off the WorkForce 310 Series while the ink system is charging or you'll waste ink.

# 5 Load paper

- 1** Open the paper support and pull up the extensions.

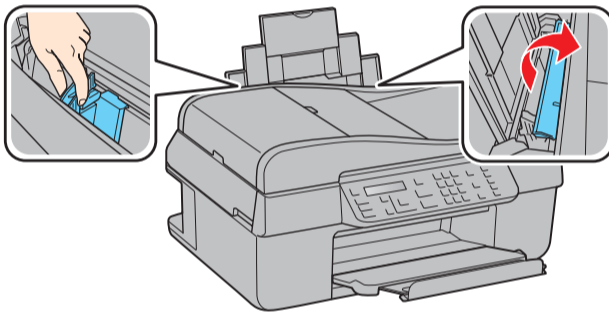


- 2** Pull out the output tray extensions, and raise the stopper.



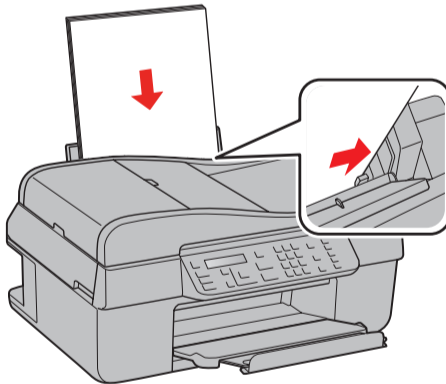
**Note:** If you are using legal-size paper, do not raise the stopper.

- 3** Squeeze the edge guide and slide it left.

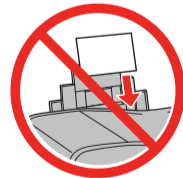


**Tip:** If the feeder guard is in the way, flip it forward.

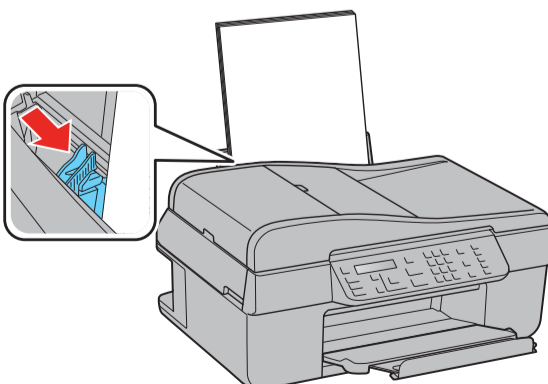
- 4** Load paper against the right edge and behind the tab, with the printable side face up.



**Note:** Don't load the paper sideways; always load it short edge first.



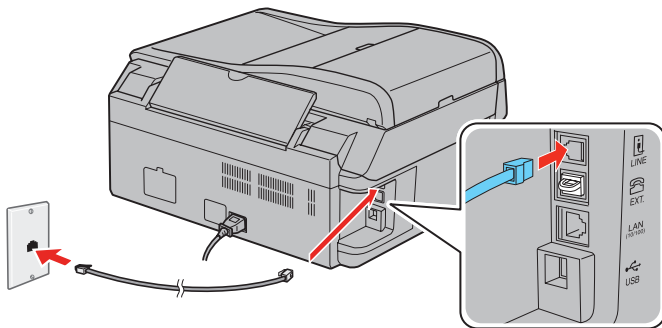
- 5** Slide the edge guide over.



# 6

## Connect the phone cord

To use the WorkForce 310 Series for faxing, connect the included phone cord from a telephone wall jack to the **LINE** port on the WorkForce 310 Series. To connect a telephone or answering machine, see the *Quick Guide* for instructions.



**Note:** If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

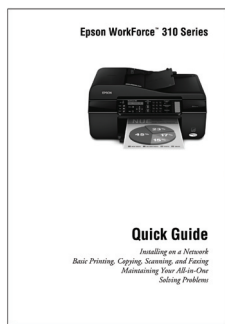
# 7

## Choose your connection



### Network

See your *Quick Guide*.  
You can't install your software as described below.



# OR



### USB connection

Make sure you have a USB cable (not included).  
Then follow the steps below.

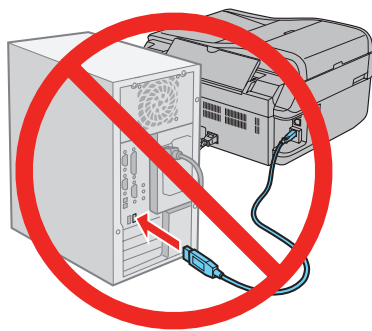


## USB connection

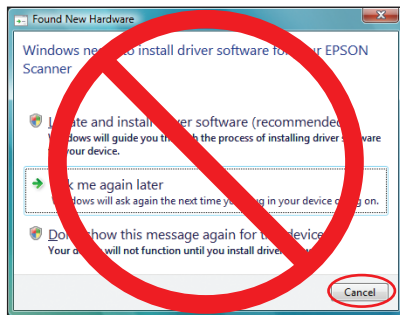
Follow these steps to connect the WorkForce 310 Series directly to your computer using a USB cable (not included).

### Windows®

- 1 Make sure the WorkForce 310 Series is **NOT CONNECTED** to your computer.

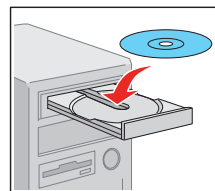


**Note:** If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.



- 2 Insert the WorkForce 310 Series software CD.

With Windows Vista®, if you see the AutoPlay window, click **Run Setup.exe**. When you see the User Account Control screen, click **Continue**.



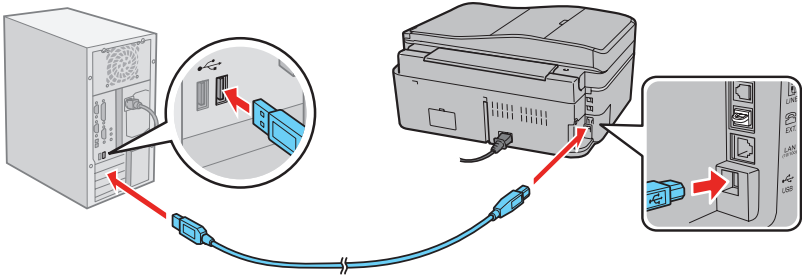
- 3 Click **Install** and follow the on-screen instructions.



- 4** When you see this screen, select **Install driver for direct USB connection** and then click **Next**.



- 5** When prompted, connect a USB cable. Use any open USB port on your computer.



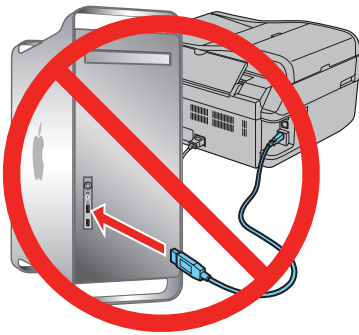
**Note:** If installation doesn't continue after a moment, make sure you securely connected and turned on the WorkForce 310 Series.

- 6** Follow the on-screen instructions to install the rest of the software, set up your fax header, and register your WorkForce 310 Series.
- 7** When you're done, remove the CD.

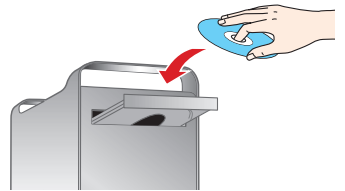
You're ready to print, copy, scan, and fax! See your *Quick Guide* or on-screen *Epson Information Center*.


## Macintosh®

- 1** Make sure the WorkForce 310 Series is **NOT CONNECTED** to your computer.



- 2** Insert the WorkForce 310 Series software CD.



- 3** Double-click the  **Epson** icon.

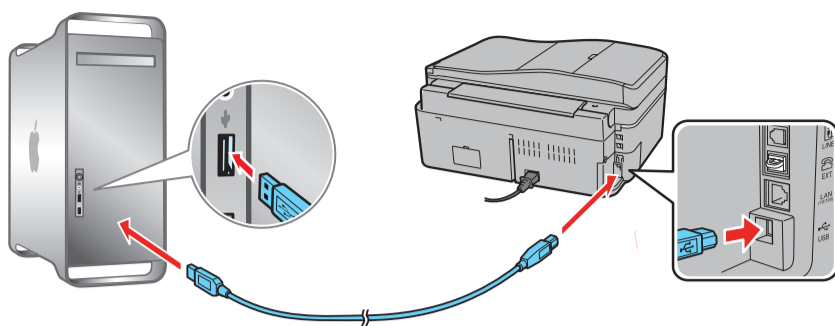
- 4** Click **Install** and follow the on-screen instructions.



- 5** When you see this screen, select **Install driver for direct USB connection** and then click **Next**.



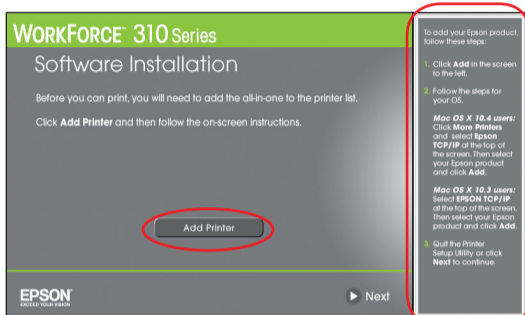
- 6** When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the WorkForce 310 Series is securely connected and turned on.



If you're using Mac OS X 10.5.x, skip to step 9.

If you're using Mac OS X 10.3.9 or 10.4.11, continue with the next step.

- 7** When you see this screen, click **Add Printer**. Follow the steps on the right side of the screen to add the WorkForce 310 Series.



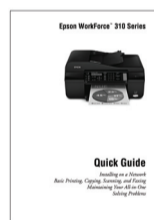
- 8** Click **Next** again, if necessary.
- 9** Follow the on-screen instructions to install the rest of the software and register your WorkForce 310 Series.
- 10** When you're done, eject the CD.

You're ready to print, copy, scan, and fax! See your *Quick Guide* or on-screen *Epson Information Center*.

## Any questions?

### Quick Guide

Instructions on configuring the WorkForce 310 Series for a network, and basic instructions for printing, copying, scanning, and faxing.



### On-screen Epson Information Center

Click the desktop shortcut for easy access to the WorkForce 310 Series user's guide, FAQs, online troubleshooting advice, and software downloads. You can also purchase paper and ink.



### On-screen help with your software

Select **Help** or **?** when you're using your software.

### Epson Technical Support

#### Internet Support

Visit Epson's support website at [epson.com/support](http://epson.com/support) and select your product for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

#### Speak to a Support Representative

Call (562) 276-4382 (U.S.) or (905) 709-3839 (Canada), 6 AM to 6 PM, Pacific Time, Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

### Software Technical Support

NewSoft® America Tech Support  
(408) 503-1212  
Fax (408) 503-1201  
ContactUs@newssoftinc.com

# Need paper and ink?

Try Epson paper with DURABrite® Ultra Ink for professional results. For the right supplies at the right time, you can purchase them at Epson Supplies Central<sup>SM</sup> at [www.epson.com/ink3](http://www.epson.com/ink3) (U.S. sales) or [www.epson.ca](http://www.epson.ca) (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

## Genuine Epson Paper

Epson offers a wide variety of papers to meet your needs; visit Epson Supplies Central for more information.



### Presentation Paper Matte

Ultra smooth, non-glare, instant-drying paper for brochures, newsletters, and graphical presentations.

## Genuine Epson Inks



Look for the numbers below to find your cartridges. It's as easy as remembering your number!



Color	Standard-capacity	High-capacity
● Black	69	68
● Cyan	69	68
● Magenta	69	68
● Yellow	69	68

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CPD-27332

Cut out the card to the right and keep it with you when purchasing replacement ink cartridges.

### WORKFORCE® 310 Series Ink Cartridges



Color	Standard-capacity	High-capacity
● Black	69	68
● Cyan	69	68
● Magenta	69	68
● Yellow	69	68